

CONFIDENTIAL

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 September 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 37, 16 - 22 September 1958.

25X1

1. Flexowriter: The study of the operation of and use of the Flexowriter from the standpoint of possibly developing a training program for the operators of these machines in the Agency is being continued by Mrs. []

Project is still open-ended, but no significant progress to report.

2. Numbers in Clerical Induction Training. During the week of 16 September 1958 there were 78 people in Clerical Induction Training. Of those, 38 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 16 September 1958 there were 31 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 16 September 1958 were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 26 | 5 |
| Typewriting | 42 | 18 |

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered by Clerical Refresher to the on-the-job Agency clerical employees for the week of 16 September 1958 were as follows:

| | <u>Tested</u> | <u>Qualified</u> |
|-------------|---------------|------------------|
| Shorthand | 4 | 0 |
| Typewriting | 6 | 0 |



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NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 14 March 1978 By []

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